

Subject: Equal Employment Opportunity (EEO), Policy**For:** EMPLOYEE HANDBOOK
SUPERVISOR HANDBOOK**Also See:** RT-03001**Identification**

ET-03013

Policy

Effective Date

3-1-2007

Replaces

ET-03013 (11-1-2003)

Page 1 of 1

Policy and Plan

The Department of Treasury ensures equal employment opportunity to all persons on the basis of merit, qualifications and ability to perform the essential duties required in a job. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of employment because of race, color, religion, sex, height, weight, marital status, age, disability, sexual orientation or national origin is prohibited.

Additional information on the Equal Employment Opportunity (EEO) Plan is available on the Office of Human Resources (HR) Web site.

Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such plan must be approved in advance by the State Personnel Director, in accordance with Civil Service Rules and Regulations and applicable law, and then submitted to the Civil Rights Commission for its review and approval.

Treasury is totally committed to the policy adopted by the Equal Opportunity Workforce Planning Council (EOWPC). This policy strengthens and reinforces steps to ensure that the pool of persons from which the selecting official makes the selection is fair and equitable. Copies of EOWPC's policy may be obtained from the EEO Officer in HR.

Copies of Treasury's EEO policies and procedures are distributed to the Supervisor Handbook (selected procedures and responsibility statements) and Employee Handbook (policy). Copies may also be obtained from the EEO Officer. The EEO policy is posted on Treasury's Intranet.

Selection and Placement

Only the State Treasurer or a designated representative is authorized to make a final selection and commitment for an appointment to a position. For personnel transactions, the HR Administrator is the designated representative of the State Treasurer.

End